

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROPERTY TAX EXAMINER TRAINEE

POSITION CODE: 34936
Effective: 9-18-97

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, receives formal classroom and on-the-job training to develop knowledge, skills and abilities necessary to successfully execute assignments relating to property tax laws, rules, regulations and procedures governing the review and correction of property tax documents; in a controlled environment, performs a variety of routine work assignments pertaining to the examination of property tax documents for mathematical and technical propriety and accuracy; takes limited corrective action.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formalized and on-the-job training on procedural processing and applicable tax laws, rules and regulations as they relate to property tax processing work flow, computer processing and input, and the processing of documents utilized in the property tax system.
2. Performs a variety of routine assignments utilizing explicit procedural instruction, reference manuals and other aids to achieve competency and proficiency in the review and verification of property tax documents such as Real Estate Transfer Declarations and Abstracts of Assessments; verifies accuracy of mathematical computations, completeness of forms and adherence to statutory procedures; makes corrections within established guidelines; refers questions to higher level staff.
3. Assists higher level staff in gathering information and compiling tables for special research projects.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PROPERTY TAX EXAMINER TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Certification as a Certified Illinois Assessing Officer during the training period is highly desirable.

Requires one year of clerical experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of general office practices, methods and procedures.

Requires elementary knowledge of methods and procedures utilized in applying classroom training to specific assignments.

Requires mathematical proficiency in addition, subtraction, division and multiplication.

Requires elementary knowledge of methods and procedures utilized in implementing instructions given in oral and written form.

Require ability to absorb and understand a variety of information pertaining to property tax laws, documents, rules and regulations.

Requires ability to establish and maintain satisfactory working relationships with the public and other employees.

Requires ability to utilize property tax laws, rules and regulations in the review and examination of property tax documents and other supporting documentation.

Requires ability to communicate clearly and effectively with the public and others.

Requires ability to operate standard office equipment.

Requires ability to operate compute equipment and utilize application software.

Requires ability to recommend and/or initiate corrective action within established guidelines.